

## **MONTHLY ACTIVITY REPORTS**

All Department Heads under the jurisdiction of the Board of Selectmen and the Town Administrator shall submit monthly Activity Reports for their respective Departments. Such reports shall be submitted no later than the tenth (10th) day following the month in which the activity took place. All reports shall be sent electronically to the Executive Assistant in the office of the Town Administrator.

Activity Reports shall include a summary of the activities that took place within your Department. Examples include for Police, the number of accidents investigated, crime responses, number of citations issued, number of meetings attended, etc. For Fire, the number of calls responded to, for fires, medical, accidents, or other, meetings attended, etc.

Each Department has unique functions and responsibilities. It is incumbent upon all Departments affected by this policy to develop a reporting mechanism which accurately reflects the number and scope of activities performed by your respective Department. If any Department needs assistance in preparing this report, they may consult with the Town Administrator.

In addition, Department Heads who attend seminars and conferences are required to submit a summary report of the issues discussed at the meeting and the issues that were pertinent to the employee's position.

The timely submission of these reports and the effort and content of these reports shall be a consideration in measuring the performance of the Department Head.

*This policy was approved and adopted by the Board of Selectmen on June 18, 1997, amended on January 5, 2009, and on October 17, 2018.*